

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1875 **TITLE:** SYSTEMS PROGRAMMER I

GRADE: S-27

DEFINITION:

Under general supervision, implements and maintains computer operating software systems, assists users in determining the cause of systems problems and suggests corrective procedures, ensures that backup procedures are in place, and manages projects for a single product; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Systems Programmer I class performs journey or full performance level systems programming work such as installation, testing, and maintenance of operating systems and software, but is not typically responsible for assuming a lead role. It is distinguished from the Systems Programmer II in that the Systems Programmer II class leads less experienced programmers in the implementation of new systems or system enhancements. Systems Programmer I's perform all but the most unusual and complex systems programming tasks.

ILLUSTRATIVE DUTIES:

Installs, tests and maintains computer operating systems;
Designs and implements standards and procedures for the operation and maintenance of software;
Oversees data management processes;
Ensures that new/changed systems meet specifications, function properly, and are installed assuring minimum disruption of services;
Researches system and technical application problems;
Ensures corrective actions are taken and properly documented;
Works with vendor support services to resolve problems;
Troubleshoots complex service problems and coordinates necessary resources to correct problems;
Provides technical server support;
Troubleshoots problems, customizes, and tunes technical environments supporting applications;
Analyzes and evaluates software performance;
Provides problem research and diagnosis for software;
Ensures corrective actions are taken and properly documented and works with vendor support services to resolve problems;
Analyzes system performance, designs and implements actions or policies and procedures for efficient system utilization;
Monitors system performance and conducts studies to determine more efficient system utilization;
Designs and implements programs and procedures to improve system performance;
Provides technical support to County staff;

Aids users in determining the cause of software problems and provides corrective procedures, and provides Level 2 help desk support;
Performs analysis and capacity planning and resource consumption related to assigned system(s); Develops and maintains standards, procedures, and documentation;
Provides technical support for other development and maintenance programmers and analysts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the appropriate mainframe computer operating systems;
Knowledge of programming principles;
Knowledge of multi-platform program languages;
Knowledge of the operating system software of an electronic data processing system;
Knowledge of the capabilities, operating requirements, and unique characteristics of the system hardware;
Knowledge of block diagraming, flow charting, and procedural report writing;
Ability to research, develop, design, implement, and maintain complex operating systems;
Ability to diagnose systems problems and to provide clear, understandable solutions;
Ability to provide assistance to less experienced employees;
Ability to efficiently monitor program development and thoroughly document necessary system modifications and enhancements;
Ability to establish and maintain effective relations with administrators, department representatives, and electronic information processing personnel;
Ability to prepare clear, structured programs of a highly complex nature for efficient machine utilization;
Ability to write comprehensible user system documentation;
Ability to communicate with users and translate technical matters into understandable terms.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Possession of an associate's degree in computer science or related field PLUS
Three years' systems programming or other closely related experience; OR
Possession of a bachelor's degree in computer science or closely related field PLUS
One year's systems programming or closely related experience in a complex information systems environment.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: May 24, 1999